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*Logistics*

**ICBM MAINTENANCE - QUALITY  
ASSURANCE (WING)**

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This checklist reflects Command requirements for managers to prepare for and conduct internal reviews in the functional area of quality assurance. It applies to the 576 FLTS and all ICBM units with a quality assurance function.

***SUMMARY OF REVISIONS***

This checklist has been revised to convert AFSPCSIG 90-2118 into correct format, realign critical items and update references as a result of AFSPCI 21-11401 revision.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility and/or mission accomplishment. CCC items are also critical to the mission. While compliance with noncritical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. The checklist establishes a baseline to be used by the Command IG during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of a unit’s Quality Assurance function.

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Director of Logistics

**Attachment 1**

**ICBM MAINTENANCE - QUALITY ASSURANCE (WING)**

**Table A1.1. Checklist.**

<b>SECTION 1: QUALITY ASSURANCE RESPONSIBILITIES</b>			
<i>Note:</i> All references are from AFSPCI 21-11401 unless otherwise specified.			
<b>1.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Does QA review the following for completeness and accuracy:			
1.1.1.1. New and revised technical data? (Para 3.1.1.1.)			
1.1.1.2. Technical Order (TO) and Civil Engineering Manual (CEM) change requests? (Para 3.1.1.2.)			
1.1.1.3. Missile maintenance related publications? (Para 3.1.1.3.)			
1.1.2. Does QA inform affected work centers of TO and CEM changes? (Para 3.1.2.)			
1.1.3. Does QA conduct technical reviews of TCTOs, MCLs and modifications applicable to the unit? (Paras 3.1.3. and 3.1.5.)			
1.1.4. Does QA randomly and periodically evaluate TCTO, MCL and modification tasks in progress to ensure quality maintenance? (Para 3.1.4.)			
1.1.5. Has a comprehensive unit evaluator training program been developed? (Para 3.1.12.)			
1.1.6. Does QA manage the Deficiency Report (DR) program IAW applicable directives? (Para 3.1.13.)			
<b>1.2. NONCRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.2.1. Does QA assist the Training Flight and work center supervisors in identifying training requirements? (Para 3.1.7.)			
1.2.2. Does QA participate in the review of Career Field Education and Training Plans (CFETP), task coverage and the designation of seldom performed tasks? (Para 3.1.8.)			
1.2.3. Has a management system been developed that reflects required evaluations/inspections, completion dates and due dates? (Para 3.1.14.1.)			
1.2.4. Are copies of proficiency evaluation/inspection reports forwarded to 20 AF/LGM monthly? (Para 3.1.14.2.)			
1.2.5. Do evaluation/inspection reports identify positive efforts as well as underlying causes of substandard quality? (Paras 3.1.14.3. thru 3.1.14.3.3.)			
1.2.6. Is 20 AF/LGM impact assessment feedback used to improve proficiency evaluation/inspection processes? (Para 3.1.14.3.3.)			

<b>SECTION 2: MANNING, QUALIFICATIONS, AND PROFICIENCY</b>			
<i>Note:</i> All references are from AFSPCI 21-11401 unless otherwise specified.			
<b>2.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.1.1. Are 100 percent coverage of missile maintenance tasks maintained in each functional area of QA, except for training peculiar tasks for ICBM instructors and ICBM trainer maintenance personnel? (Para 3.2.2.)			
2.1.2. Have evaluators, to include permanent augmentees, completed the 20 AF Missile Maintenance Evaluator Course (MMEC)? (Paras 3.2.1. and 3.2.3.)			
2.1.3. Do Minuteman missile maintenance team (MMT) and Peacekeeper maintenance team (PKMT) evaluators complete a minimum of one RS mate per quarter ? (Para 3.2.4.) (N/A 576 FLTS)			
2.1.4. Does QA ensure that prior to performing unsupervised evaluator duties, personnel selected as evaluators:			
2.1.4.1. Are certified on appropriate evaluator CFETP tasks? (Para 3.2.5.1.1.)			
2.1.4.2. Complete unit evaluator training program? (Para 3.2.5.1.2.)			
2.1.4.3. Complete the 20 AF MMEC or receive a waiver? (Para 3.2.5.1.3.)			
2.1.4.4. Are observed conducting a Personnel Proficiency Evaluation (PPE) by the Chief/Superintendent of QA or designated representative? (Para 3.2.5.1.4.)			
2.1.4.5. Are interviewed by the Chief/Superintendent of QA or designated representative? (Para 3.2.5.1.5.)			
<b>2.2. NONCRITICAL ITEMS:</b>			
	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.2.1. Does the Chief/Superintendent of QA or designated representative observe each evaluator conducting a PPE annually? (Para 3.2.6.)			
<b>SECTION 3: MANAGEMENT INSPECTIONS</b>			
<i>Note:</i> All references are from AFSPCI 21-11401 unless otherwise specified.			
<b>3.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.1.1. Are special inspections managed and conducted IAW MEP guidance? (Para 3.3.2.)			
<b>3.2 NON-CRITICAL</b>			
3.2.1. Does QA manage and conduct activity inspections, if performed? (Para 3.3.1.)			

<b>SECTION 4: HARDWARE INSPECTIONS</b>			
<i>Note:</i> All references are from AFSPCI 21-11401 unless otherwise specified.			
<b>4.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.1.1. Are hardware equipment and acceptance inspections managed and conducted IAW MEP guidance? (Para 3.4. thru 3.4.2.)			
<b>4.2. NONCRITICAL ITEMS:</b>			
4.2.1. Are copies of hardware acceptance inspection reports applicable to Ogden ALC equipment management forwarded to OO-ALC/LMBM? (Para 3.4.2.)			
<b>SECTION 5: PROFICIENCY EVALUATIONS</b>			
<i>Note:</i> All references are from AFSPCI 21-11401 unless otherwise specified.			
<b>5.1. CRITICAL ITEMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
5.1.1. Are technicians evaluated/observed IAW PPE guidance? (Para 3.5.7.)			
5.1.2. Are Proficiency Verification Evaluations (PVE) conducted to verify previously performed maintenance actions were properly accomplished? (Para 3.5.9.)			
5.1.3. Are Trainer Proficiency Evaluations (TPE) conducted semi-annually on TT/non-TT work center instructors to verify the technical accuracy and completeness of training? (Para 3.5.10.)			
<b>5.2. NONCRITICAL ITEMS:</b>			
5.2.1. Is a method established to inform evaluators of which tasks, especially seldom-performed tasks, occur either scheduled or unscheduled? (Para 3.5.4.)			
5.2.2. Are no-notice evaluations conducted whenever possible? (Para 3.5.6.5.)			